

VERMONT ELECTRONIC DISCHARGE MONITORING REPORT (eDMR)

Tip Sheet

1. Go to <https://anronline.vermont.gov/>
2. Click **Sign In** (upper right hand corner)
 - a. Enter User ID
 - b. Enter Password
 - c. Click **OK** (If you have signed in correctly you should see your name displayed were the "Sign In" link use to be located)
3. Click **Form Finder** (left hand side of Home page)
 - a. Form Search "DMR"
 - b. A link to "Discharge Monitoring Report" should appear below the form search
 - c. Click **Discharge Monitoring Report**
4. Scroll to the bottom of the DMR Instructions page
 - a. Enter PERMIT ID (example 3-1207)
 - b. Enter reporting PERIOD START DATE (example 01/01/2017)
 - c. Enter reporting PERIOD END DATE (example 01/31/2017)
5. Click **Begin Form Entry**
6. Permittee/Facility
 - a. Confirm all the Permittee/Facility information is correct
 - b. Confirm Monitoring Period Start/End Date is correct
 - c. Click **Next Section: Discharge Information**
7. Discharge Information
 - a. Confirm Discharge Information
 - b. Answer Yes or No to the DISCHARGING? question.
 - c. Click **Next Section: Outfall**
8. Outfall

Tips for Completing OUTFALL Section

Each treatment facility will have a different amount of OUTFALL reporting sections specific to his/her treatment process

Definitions

MO AVG = Monthly Average: Average of all results reported for a given month.

WKLY AV = Weekly Average: The highest average result reported for a single week. *If you only reported one value per week, you report the results from the week with the highest value.*

MONTH AV = Monthly Average: Average of all results reported for a given month.

DAILY MX = Daily Max: *Report the highest value result for the month.*

Minimum = Minimum value reported

Maximum = Maximum value reported

Sample Value: Enter data for the associated parameter. If there is no data for the associated parameter this monitoring period enter 0 and select the appropriate No Data Indicator (NODI).

With respect to significant digits, sample values should be consistent with the number of significant digits present in the NPDES discharge permit requirement. For example: if your permit Total Phosphorus limit is 0.8 mg/L then your sample value should be reported to the nearest tenth: 0.4 mg/L not 0.39 mg/L).

NODI: No Data Indicator. If sample data is present, select *Not Applicable* in the NODI field. If no data is present, enter a 0 in the Sample Value field and select the appropriate NODI code from the drop-down menu.

Violation: Indicate *No* if there was not violation for the associated parameters. Indicate *Yes* if there was a violation for one of the associated parameters. Provide an explanation of the violation in the text box. Please contact your O&M Wastewater Program representative in accordance with your NPDES discharge permit, within 24 hours of identifying a violation.

Number of Exceedances: Identify the number of times within the reporting period that the facility failed a permit requirement. If there are no violations for the associated parameter enter 0.

Frequency of Analysis:

Requirement – Permit required analysis frequency (State inputs this value based on your permit requirements)

Frequency – Using the drop down menu select the frequency of analysis. For example, if you sampled BOD once a week for the reporting period you would select “Weekly” for the frequency. The selected frequency should be equal to or great then the requirement analysis frequency.

Notes

- Each time you select a new OUTFALL section you will have to scroll up the page to begin entering data for the next section.
- Be aware of what type of “UNIT” you are reporting (for example: MGD, gpd, mg/L or lbs/day).
- Sample Values are reported based on the permit requirement (*significant digits*). For example: if your permit Total Phosphorus limit is 0.8 mg/L then your sample value should be reported to the nearest tenth: 0.4 mg/L not 0.39 mg/L)

Once OUTFALL section is completed continue on to step 9

9. Click **Next Section: Comments/Attachments**

- a. Located at the bottom of the OUTFALL section

10. Click **Choose Files**

- a. Attach forms that normally accompany your WR-43 submission. At a minimum this may include: Finalized WR-43, Total Nitrogen Monitoring Report Form, Total Phosphorous Monitoring Report Form, Annual Constituent Monitoring Form, other Department required forms, and supporting documentation for violations
- b. WR-43s and Monthly Report Forms do not need to be signed

11. Click **Next Section: Review**

- a. Review ALL information entered

12. Click **Next Section: Certify & Submit**

- a. **Check off all four boxes**
- b. Answer the Submission Signature Question
- c. Enter the Account Password

13. Click **Finalize Submission: Certify and Submit**

14. You May **Print Receipt**

15. FINISHED

Following Submission of eDMR

1. While still signed on to <https://anronline.vermont.gov/>
 - a. Click **History** (upper right)
2. Find recently submitted DMR Submission Name
 - a. Click on the Submission Name to edit the name
 - b. You may want to change the Submission name for your records
(for example: permit#_Month_Year)
 - c. Click the magnifying glass symbol associated with the recently submitted DMR
 - d. The Status of the DMR should say “Deemed Complete”
3. On the left hand side of the screen under Actions
 - a. You may **Revise a Submission**
 - b. You may **Download COR** – a zip file of the eDMR submission and all associated attachments.
 - c. You may **Manage Access to Form**, and share the submission with other ANR Online users. You may also share draft forms before they are submitted.